

Maryland Academy of Advanced Practice Clinicians By-Laws

ARTICLE I NAME, PURPOSE AND FUNCTION

Section 1. Name

The name of this organization shall be Maryland Coalition of Nurse Practitioners (hereinafter referred to MCNP) and also known as the Maryland Academy of Advanced Practice Clinicians (hereinafter referred to as MAAPC). It shall be a 501 (c) 6 nonprofit organization incorporated under the laws of the State of Maryland.

Section 2. Definition

Advanced Practice Clinicians (hereinafter referred to as APCs) shall be defined as advanced practice nurses and physician assistants.

Section 3. Mission

The mission of MAAPC is to promote the advancement of all advanced practice nurses and physician assistants in the state of Maryland.

Section 4. Goals

The goals of MAAPC shall be to:

1. To provide a continuing education forum and fellowship for members and advanced practice clinicians (hereinafter referred to as APCs).
2. To initiate and support legislation, and other pertinent issues, affecting APCs' roles, education, and practice.
3. To promote public recognition of APCs.
4. To facilitate collaboration of APCs and other health care professionals for the improvement of health care in the state of Maryland.
5. To assist with education and mentorship of future APCs, to include assisting with employment, certification, and clinical issues.
6. Increase membership in MAAPC with special interest in the suburban and rural areas of Maryland.
7. To promote an organization that encourages diversity, innovative thinking, and problem solving.

ARTICLE II MEMBERSHIP AND DUES

Section 1. Categories of Membership

Active Membership:

1. APCs in good standing with their Maryland State Boards who are qualified to practice in the State.

2. Registered Nurses who are graduates of Advanced Practice Nursing (hereinafter referred to as APN) programs waiting for certification or state licensure.
3. Registered Nurses in good standing who are considered Advanced Practice Nurses by the Maryland State Board.
4. Individuals who are graduates of Physician Assistant (hereinafter referred to as PA) programs waiting for certification or state licensure.
5. APCs in good standing who are in the employ of federal services and serving in the state of Maryland.

Student Membership:

1. A Registered Nurse enrolled as a graduate student in an APN programs.
2. An individual enrolled as a student in a PA program.
3. Proof of student status must be provided at the time of initial membership and at subsequent renewal(s).
4. A Student member may not hold an elected office or vote in the business of MAAPC, but shall have the other benefits and privileges of membership.

Affiliate Membership:

1. A non-APC interested in fostering the purpose and mission of MAAPC.
2. An Affiliate member may not hold an elected or appointed office or vote in the business of MAAPC, but shall have the other benefits and privileges of membership.
3. Affiliate membership may be offered to interested professionals including but not limited to: Medical Students, Physicians, Scientists, Politicians, Pharmacists, and other professionals or students with an interest in furthering the goals of the organization.

Section 2. Rights of Membership

Every member in good standing of MAAPC is entitled to all the rights of membership to include:

1. Benefits of group affiliation.
2. Professional representation in the State Legislature, Annapolis, Maryland.
3. Expert colleague support.

Section 3. Dues

1. The membership year will correspond with the calendar year in which dues are paid.
2. Annual renewals will be sent out in June and collected by the Treasurer.
3. The Board of Directors at the annual meeting shall determine amount of dues.
4. Any member who has timely paid annual dues is a member in good standing.

5. If dues are not paid by September 1, or a date chosen by the Board of Directors, the member shall forfeit membership rights. These rights shall be reinstated upon receipt of all past and present dues.
6. New members may join at any time during the year.

ARTICLE III OFFICERS AND DUTIES OF OFFICERS

Section 1. Officers

The elected officers of MAAPC shall be president, president-elect, secretary, treasurer, past-president, and four members-at-large.

Section 2. Terms of Office

1. The treasurer and 2 members-at-large shall take-up duties in July in odd numbered years.
2. The president-elect, secretary, and 2 members-at-large shall take-up duties in July in even numbered years.
3. The president-elect will be elevated to office in July.
4. All officers and members-at-large shall serve for a term of two years or until their successors are elected. The president-elect shall serve as such for one year.
5. The duties of all officers shall begin July 1.

Section 3. Vacancies in Offices

1. In the temporary absence of the president, the president-elect shall assume the duties of the president.
2. In the event of a vacancy in the office of president, the president-elect shall become president for the remainder of the unexpired term.
3. The Board of Directors by $\frac{3}{4}$ majority vote shall elect a successor to serve for the balance of the unexpired term if a vacancy occurs in the office of president-elect, secretary, treasurer or member- at-large.

Section 4. Removal

Any officer may be removed with cause, and a successor appointed by a three-quarter ($\frac{3}{4}$)-majority vote of the Board of Directors.

Section 5. Duties of Officers

The president shall:

1. Act as chairperson of the Board of Directors.
2. Schedule and preside over all meetings of the Board of Directors, general, and annual meetings.

3. Call special meetings.
4. Serve as the official representative of MAAPC to public and professional organizations as needed. If the president is unable to attend, an alternative may attend as chosen by the president.
5. Appoint a representative for MAAPC to attend the annual American Academy of Nurse Practitioner conference if a representative is willing and able to attend.

The president-elect shall:

1. Assume the duties of the president in the temporary absence of the president.
2. Assume the office of the president if that position is vacated.
3. Perform other duties as assigned by the president.

The treasurer shall:

1. Prepare and send annual dues invoices, receive dues and all other funds due to MAAPC, deposit funds in a bank, and pay bills pertinent to the activities of the organization.
2. Be accountable for the fiscal affairs of MAAPC.
3. Provide monthly financial reports to the Board of Directors.
4. Provide an annual report to all members.
5. Prepare and submit annual tax information to our accountants.
6. Release the books to a person, appointed by the Board of Directors, for reconciliation at the end of the treasurer's term.
7. Update the ledger to include current dues and fees paid to the organization.

The secretary shall:

1. Record the proceedings of all Board of Directors and general meetings.
2. Provide each member of the Board of Directors with copies of minutes.
3. Prepare and send all correspondence.
4. Maintain the MAAPC website, twitter account, facebook page, and other social media as needed.
5. Maintain a current list of member names, addresses, phone numbers, and e-mail addresses.

The members-at-large shall:

1. Attend Board of Directors', general, and annual meetings with voting privileges.
2. Remain active in MAAPC activities.

ARTICLE IV NOMINATIONS AND ELECTIONS

Section 1. Nominations

1. The Board may appoint a Committee on Nominations, consisting of no more than four members.
2. It shall be the duty of the committee members to prepare a slate consisting of at least one candidate for each office to be filled at the next annual meeting.
3. The slate should be presented to the Board of Directors and then sent with the ballot and mailing envelopes (if needed) by the secretary to each member at least 60 days before the annual meeting.
4. Nominations may be accepted by electronic means in the way of e-mail and verified by the nominations committee.

Section 2. Consent

No name shall be placed on the ballot either by the Committee on Nominations or by write-in unless that nominee is a member in good standing and has consented to serve if elected.

Section 3. Ballots

1. A ballot, containing the names of nominees and having adequate provisions for write-in votes for each office, shall be provided to every member:
 - a. If mailed, a ballot and two envelopes will be provided. One, a small envelope bearing the words "MAAPC Ballot" and the other, a larger envelope that is addressed to the secretary of MAAPC marked "Ballot" in the lower left-hand corner and providing for the signature of the voting member.
 - b. If electronic, ballots in the form of e-mail will be sent. The registered e-mail address of the voter will serve as ballot registry security and will be used to receive the ballots.
2. Election shall be by secret ballot. (Section 5b)
 - a. To be counted, all mailed ballots shall be postmarked at least ten days prior to the opening of the annual meeting.
 - b. Electronic ballots should be sent by the voter at least 10 days prior to the opening of the annual meeting.

Section 4. Committee of Tellers

1. The president shall appoint the Committee of Tellers and its Chair, whose duty it will be to open ballot envelopes and count ballots for each office.
2. When electronic ballots are used, the Committee of Tellers will open the e-mails and count the electronic ballots.

Section 5. Counting Ballots

1. Mailed Ballots
 - a. The secretary, upon receiving the ballots, shall open the large outer envelope and check the name of the person voting to confirm membership.
 - b. All ballot envelopes shall be delivered, unopened, by the secretary to the chair of the Committee of Tellers, who will open the envelopes and count the ballots for each office.
2. Electronic Ballots
 - a. If electronic ballots are used, the Committee of Tellers will be the ones to open and count all e-mail responses.
 - b. A plurality vote of those entitled to vote and voting shall constitute an election. Those nominees receiving the highest number of votes shall be declared elected. In case of a tie vote, the choice shall be decided by lot at the annual meeting.
 - c. All nominees shall be informed of the election results prior to the annual meeting.
 - d. The results of the election shall be announced at the annual meeting.

ARTICLE V MEETINGS

Section 1. Annual Meeting

1. The regular meeting held during the month of March shall be known as the annual meeting.
2. The Board of Directors will determine the time and place.
3. The purpose of this meeting shall be introduce newly elected members of the Board of Directors, receive reports of officers and committees, and to conduct any other business that may arise.
4. An educational session may be held in conjunction with the meeting.

Section 2. Special Meetings

1. The President may call special meetings.
2. Any member of MAAPC may request a special meeting by written request to the Board of Directors. The Board of Directors may approve this request with a three quarters majority approval at a regularly scheduled Board of Directors meeting.
3. Notice of the special meeting will be sent to the membership at least ten days prior to the meeting with the purpose of the meeting described

ARTICLE VI BOARD OF DIRECTORS

Section 1. Composition

The Board of Directors shall consist of the elected officers of MAAPC.

Section 2. Board of Directors Meetings

1. Regular meetings (no less than quarterly) of the Board of Directors shall be held at such times and places as determined by the Board of Directors.
2. Standing Committee Chairpersons, Chapter Representatives and representatives from each discipline and members are welcome to attend Board of Director meetings as non-voting members.

Section 3. Attendance

1. Any member of the Board of Directors who is absent for 50% of the regular meetings of the Board of Directors will be assumed to have resigned.
2. The President shall nominate a successor who shall be seated by a $\frac{3}{4}$ majority vote of the Board of Directors.

Section 4. Quorum

A majority of the Board of Directors, one of whom shall be the president or president-elect, shall constitute a quorum at any meeting of the Board of Directors.

Section 5. Functions

The Board of Directors shall:

1. Transact the business of MAAPC in the interim between meetings in accordance with the objectives and goals of MAAPC.
2. Establish major administrative policies governing the affairs of MAAPC and develop measures for the group's growth and development.
3. Determine officer(s) to be bonded and authorize the legal amount of bond of each.
4. Fill vacancies on all committees.
5. Decide on the date, place and registration fee, if any, of the annual meeting.
6. Authorize expenditures with approval of a majority of the Board of Directors.
7. Provide for refunding necessary expenses incurred by officers and committee members in the services of MAAPC, in the amount determined by the Board of Directors.
8. Create or recognize new Chapters.

ARTICLE VII COMMITTEES

Section 1. Standing Committees

1. The Board of Directors may establish ad hoc committees from the membership at large on an as needed basis.

2. The Board of Directors may appoint the following standing committees, consisting of no fewer than three members, when necessary. They shall serve for three years or until their successors are appointed.
 - a. Committee on By-Laws
 - b. Committee on Continuing Education and Programs
 - c. Committee on Finance
 - d. Committee on Legislation
 - e. Committee on Membership and Publicity
 - f. Committee of Tellers

Section 2. Functions

The By-laws Committee shall:

1. Suggest and receive proposed amendments to the By-laws of MAAPC and make recommendations to the Board of Directors for proposed action.
2. The Board of Directors shall submit proposed amendments to the membership at any business meeting in accordance with the provisions for amendments.

The Continuing Education and Programs Committee shall:

1. Act as advisory group for continuing education transactions within MAAPC.
2. Keep the membership apprised of education requirements for certification.
3. Apply to the appropriate associations for continuing education units for educational offerings.
4. Develop plans for program meetings to be held throughout the year and develop special programs that qualify for continuing education.
5. Develop the focus and plan for the annual meeting.

The Finance Committee shall:

1. Prepare quarterly and yearly financial statements.
2. Prepare the annual budget.
3. Advise about the expenditure of funds and report to the Board of Directors.
4. The treasurer of MAAPC shall be the chair of the committee.

The Legislative Committee shall:

1. Study the need for legislative action.
2. Study proposed federal, state, and local legislation for the implications for nurse practitioners, nursing and health care.
3. Advise the Board of Directors and the membership on legislative matters.
4. Work with other organizations on issues that impact nurses statewide.

The Membership and Publicity Committee shall:

1. Develop plans for retaining and increasing membership.
2. Publicize association events and membership activities.
3. Implement publication of a newsletter when the growth of the association warrants it.

The Committee of Tellers shall:

1. Open ballot envelopes and/or emails.
2. Count ballots for each office.

ARTICLE VIII CHAPTERS

1. MAAPC may be divided into Chapters.
2. Members may choose their Chapter by location of residence or practice.
3. No Chapter may adopt legislative opinion separate from MAAPC and may not adopt fees, etc. to support any activity beyond those of immediate participation in the Chapter.
4. MAAPC shall not incur debt for Chapter meetings.

Section 1. Chapter Organization

1. Each Chapter may, if desired, send a Representative to the Board.
2. A simple majority by members, considered to be members of the particular Chapter, shall elect the Chapter Representative.

Section 2. Duties of a Chapter Representative

1. Serve as a liaison between the Board of Directors and the Chapter members.
2. Coordinate meetings/continuing education events, as possible, for their respective Chapters.
3. Submit a written quarterly report to the BOD of district issues, activities and attendance at meetings.

Section 3. Purpose of a Chapter meeting

1. Provide information to the membership about legislative issues and Board activities.
2. Provide continuing education if possible.
3. Provide a mechanism for membership input to the Board.
4. Recruit new members.

ARTICLE XI FISCAL YEAR

The fiscal year of the association shall be from July 1 to June 30.

ARTICLE X PARLIAMENTARY AUTHORITY

The rules in the current edition of The Standard Code of Parliamentary Procedure, 4th Edition by Alice Sturgis shall govern meetings of the association in all cases to which they apply and in which they are not inconsistent with these By-laws.

ARTICLE XI AMENDMENTS

Section 1.

1. The By-laws may be amended at any general meeting by a $\frac{3}{4}$ majority vote of the members who have voted by a date chosen by the Board.
2. Copies of the proposed amendment(s) shall be in the possession of the MAAPC's secretary at least one month prior to the date of the general meeting and shall be posted on the website at that time for member review and comment.

Section 2.

The By-laws may be amended without previous notice at any general meeting by 99% of members present.

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